

8 June 1970

MEMORANDUM FOR: Director of Research & Development/ORD

THROUGH : Special Panel/ORD

SUBJECT 25X1A9a : Recommendation for Promotion -  
[REDACTED]

25X1A9a

1. The purpose of this memorandum is to submit a recommendation for the promotion of [REDACTED] to the GS-10 grade. Your approval of the recommendation contained in paragraph 6 is requested.

25X1A9a

25X1A7b 2. [REDACTED] entered on duty with the Agency on 24 January 1966 as a GS-07 and was assigned to the Document Section of the Main Library. About nine months later she was transferred to [REDACTED] as a librarian to take charge of their Reference Library and was promoted to GS-08 on 26 March 1967. In this position she supervised 11 other employees and because of her competence, level of responsibilities and her performance in applying these skills, she was promoted to her current GS-09 grade on 19 November 1967.

25X1A7b 3. Her performance continued to improve as her familiarity with the job increased. After two subsequent reorganizations within [REDACTED] the workload and responsibilities increased. In conjunction with the Chief, Central Reference Service, [REDACTED] recommended a higher grade 25X1A7b for the position allocation. For two consecutive years, Manpower Allocation and Control Branch of the Office of Personnel has not accepted the recommendation.

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4. [REDACTED] in the hope that she would no longer be blocked in her efforts to obtain relief from the stymied situation in [REDACTED] accepted 25X1A7b the Librarian's position in ORD on 27 January 1970. At that time it was agreed that her work would be evaluated relative to making an adjustment in salary after a suitable period of time for observation in ORD.

*Approved*

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SUBJECT: Recommendation for Promotion - [REDACTED]

25X1A9a

5. [REDACTED] graduated from The College of William and Mary with a BA Degree in English. She has had a wide experience in library work, ranging from school and public libraries to various government libraries, almost continuously since 1957. Since being with ORD she has handled in an extremely competent manner the work originally performed by two persons. She has been very helpful in supporting project engineer requirements for data and has covered a wide variety of tasks ranging from reorganizing ORD Library procedures to obtaining microfiche readers of various designs for firsthand viewing and evaluation. She has combined a period of learning with a period of real productivity to show that she is not only operating above her current grade level (GS-09), but that she is capable of taking on additional responsibilities and expanding the services of the ORD Library beyond those provided in the past.

25X1A9a

6. Since [REDACTED] is performing tasks which definitely exceed the requirements of her present grade, it is recommended that her grade be adjusted to more nearly correspond to her level of responsibilities. Therefore, it is recommended that she be promoted to the grade of GS-10.

25X1A9a

[REDACTED]  
Executive Officer  
Office of Research and Development

RECOMMEND APPROVAL:

[Signature]  
Deputy Director  
Research and Development

APPROVAL:

\_\_\_\_\_  
Director  
Research and Development

9 June 70  
Date

\_\_\_\_\_  
Date

- 2 -

~~CONFIDENTIAL~~  
EYES ONLY

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**DD/S&T/ORD/[REDACTED] c/8 June 70/X3394**

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